DEPARTMENT OF STATE A/CDC/MR
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2388

DEPARTMENT OF STATE

November 28, 1978

MEMORANDUM FOR: VO - Ms. Elizabeth J. Harper
PPT - Mr. Loren E. Lawrence
OC - Mr. Alan A. Gise

FROM: CA - Ronald K. Somerville

SUBJECT: Georgetown Working Group - Overtime Compensation

The unprecedented extensive inter-office cooperation in manning the Georgetown working group will require special time keeping procedures in order that we may properly collect and attribute the extraordinary overtime costs incurred by the Bureau in connection with the operation. For proper cost collection, control and audit, it is desirable that all overtime expenses connected with the operation be charged to the CA operating allowance, 1711.

For this purpose, in addition to submission of regular T&A cards, appropriate "transfer of labor" cards for employees in VO and PPT who worked overtime on the Task Force should be prepared and submitted to CA/EX - Mrs. Carter for approval and insertion of appropriate fiscal data. Also, a list with the employees names, dates worked and number of hours worked certified by the appropriate supervisor, should accompany the transfer of labor cards.

Compensation for overtime services may, of course, be paid either in compensatory time off or in cash payment. While the regulations normally require officers above a certain level to be paid for overtime services by authorization of compensatory time off, the year end leave scheduling problem, mounting domestic consular workloads and short staffing facts of life suggest it would be desirable to maximize cash payments in lieu of compensatory time for this operation. We simply cannot afford the time off at this time, so I would urge that you encourage participating officers to not seek compensation in the form of compensatory time off. This policy is confined to the overtime implications of the Guyana task force and actions in support thereof; it should not be taken as a general modification of Departmental overtime policies. Unfortunately, of course, Foreign Service officers

are precluded from the payment of overtime either in cash or in compensatory time off by the FY 1971 authorization bill. Should this new year-end leave ceiling problem for Foreign Service officers which has been worsened by service in the task force, the Bureau would generally be supportive to any requests for restoration of forfeited annual leave which had properly been documented.

Employees are expected to work their normal tour of duty as stipulated by the Department's hours of work and appropriate personnel transactions. Any absences during the scheduled work week or the scheduled work day must be charged to the appropriate category of leave or accumulated compensatory time, regardless of whether or not the employee otherwise worked during the 24 hour period on an overtime basis. In a number of situations in which a task force staffer temporarily worked odd shifts or because of shift work was unable to work the normal duty day, the employee should be given the option of having his or her absence charged to annual or sick leave as appropriate or an equivalent amount of overtime hours could be credited for compensatory time off in lieu of cash payment. The latter approach would, of course, cause leave balances to be unaffected by absences during the normal duty day which were linked to overtime service in the task force.

I would appreciate your making this memorandum available to the supervisors of any employees who served in the task force and, in Passport, to any file personnel who may have participated in file searches after hours in connection with working group activity as well as to the affected employees and their time keepers. Mrs. Carter is available to answer any questions that may arise. She can be reached on Ext. 21158.

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Washington, D.C. 20520

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are precluded from the payment of overtime either in cash or in compensatory time off by the FY 1978 Authorization Bill. Should there be a year-end leave scheduling problem for Foreign Service Officers which has been worsened by service in the task force, the Bureau would generally be supportive to any requests for restoration of forfeited annual leave which had properly been documented.

Employees are expected to work their normal tour of duty as stipulated by the Department's hours of work and appropriate personnel transactions. Any absences during the scheduled work week or the scheduled work day must be charged to the appropriate category of leave or accumulated compensatory time, regardless of whether or not the employee otherwise worked during the 24 hour period on an overtime basis. In a number of situations in which a task force staffer temporarily worked odd shifts or because of shift work was unable to work the normal duty day, the employee should be given the option of having his or her absence charged to annual or sick leave as appropriate or an equivalent amount of overtime hours could be credited for compensatory time off in lieu of cash payment. The latter approach would, of course, cause leave balances to be unaffected by absences during the normal duty day which were linked to overtime service in the task force.

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